



Manpower[®]

Inc. of Southeastern Michigan

Associate Handbook

(Revised October 2019)



Manpower, Inc. of Southeastern Michigan
734-665-3757 (call or text)
www.manpowermi.com

Welcome to Manpower!

– Serving Washtenaw and Monroe Counties since 1962.

It is our pleasure to assist you in your job search. We will spend some time getting to know your skills and interests and then do our best to find a work assignment that fits your needs. Assignments may be short- or long-term temporary or temporary-to-hire, depending on our customers' needs. We will provide you with the job details as we understand them so that you can decide whether or not to accept the assignment.

If you choose to work with us, we will be available to support you throughout your assignment. Please talk with us about your experiences on the job; we want to facilitate your success. We have a large number of training programs and resources available to you on our website and through social media connections (QR codes below). We also have a strong commitment to your safety and well-being at our customer site.

Thank you for considering Manpower, Inc. of Southeastern Michigan; we look forward to working with you!

Sincerely,



Susan M. Carlson
President / Owner
Manpower, Inc. of Southeastern Michigan



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The following policies do not constitute an expressed or implied contract. The associate may separate from his/her employment at any time. Manpower reserves the same right. Only Manpower associates of Manpower, Inc. of Southeastern Michigan are eligible to participate in the benefits program described in this handbook. Manpower, as the employer, reserves the right to amend or withdraw the program in whole, or in part, at any time, at its sole discretion.

1.0 Office Information

Manpower, Inc. of Southeastern Michigan has offices in Ann Arbor and Monroe, Michigan with our franchise headquarters located in Ann Arbor.

If you need to reach a Manpower representative, please call one of the numbers listed below. We have someone available to answer your call 24/7/365. If your call is missed, please leave a voicemail and we will get back to you as soon as possible. Please speak slowly and clearly and provide us with your name, phone number, and detailed message regarding your call.

1.1 ANN ARBOR OFFICE (Serving Washtenaw County)

173 Parkland Plaza, Suite D, Ann Arbor, MI 48103

P: 734-665-3757 (call or text)

F: 734-665-7850

E: staff@manpowermi.com

Business and walk-in hours are Monday-Friday, 7:00am-6:00pm.

After hours (including holidays and weekends), please call 734-665-3757 (press 9 for emergency between 6:00pm-7:00am).

1.2 MONROE OFFICE (Serving Monroe County)

1122 South Telegraph Road, Monroe, MI 48161

P: 734-665-3757 (call or text)

F: 734-241-0724

E: monroe@manpowermi.com

Business and walk-in hours are Monday-Friday, 7:30am-5:30pm.

After hours (including holidays and weekends), please call 734-665-3757 (press 9 for emergency between 6:00pm-7:00am).

1.3 ACCOUNTING / PAYROLL DEPARTMENT

P: 734-665-3757

F: 734-665-4377

E: accounting@manpowermi.com

1.4 MAILING ADDRESS

P.O. Box 1309, Ann Arbor, MI 48106

1.5 WEBSITE

Check out our local franchise on the web at www.manpowermi.com. Our website is mobile-friendly! Visiting our website give you access to:

- our job postings (updated weekly);
- training and development opportunities;
- resources to help you secure employment or help during a life crisis;
- timekeeping, payroll, government, and tax forms;
- important news and alerts;
- submit your timeslip;
- community involvement initiatives; and
- much more!

1.6 SOCIAL MEDIA

Use social media? Connect with us using the links below or scan the QR codes on page "i" of this booklet:

Facebook: www.facebook.com/ManpowerIncofSEMich

Instagram: www.instagram.com/manpowerincsemi/

LinkedIn: www.linkedin.com/company/manpower-inc.-of-se-michigan

Pinterest: www.pinterest.com/manpowerincsemi/

Twitter: <https://twitter.com/Manpowerincsemi>

We are very active and regularly post to our social media pages. It is important for you to like us and follow us in order to receive information including, but not limited to:

- current job openings;
- important news and alerts;
- holiday office hours;
- payroll delays due to holidays;
- job fair information;
- career tips and advice;
- road and weather alerts; and
- much more!

2.0 Benefits

Manpower, Inc. of Southeastern Michigan has a unique benefits program for our valued associates. This benefits program may not apply to other Manpower offices.

Your benefits as a Manpower associate include:

- weekly pay periods with various pay options;
- access to your online Manpower account;
- holiday pay (when eligible);
- training and development opportunities;
- tuition and certification reimbursement;
- a GED bonus program;
- insurance coverage (when eligible);
- recognition programs; and
- a referral bonus program.

2.1 YOUR ONLINE MANPOWER ACCOUNT

Visit www.manpower.com and log in to your online Manpower profile to manage your personal information and:

- search and apply for jobs;
- update your resume;
- register for training;
- view your paycheck stub;
- change your tax deductions;
- enroll in direct deposit or the ADP Total Paycard;
- update your address; and
- much more!

For your convenience, technical support is available Monday-Friday from 8:00am-9:00pm toll free at 866-271-5145.

2.2 HOLIDAY PAY

You may be eligible to receive holiday pay for the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

To qualify for each paid holiday, you must:

- currently be on assignment;
- have worked 1,800 hours during the 12 months preceding the holiday; and
- work the scheduled day before and the scheduled day following the holiday. (You may arrange for pre-approved time off at your supervisor's discretion and with Manpower's approval.)

Verification and holiday pay processing take approximately two (2) weeks after the holiday has occurred.

2.3 TRAINING / DEVELOPMENT

We offer a wide array of free training for our applicants and associates. We value the role of work in people's lives. Our free training courses give you access to knowledge that can positively impact your career.

Manpower's training center offers access to thousands of free, online training courses designed to help improve your on-the-job performance and to make yourself more marketable! For help registering, call our office at 734-665-3757.

For access to a variety of career resources including articles, webinars, and samples of resumes and cover letters to assist you in your job search, visit our corporate website at www.manpower.com and click on "Visit MyPath."

You can also follow our franchise on Pinterest at www.pinterest.com/manpowerincsemi. Our boards are full of tips from "Dress for Success" to "Interviewing" to "Workplace Wellness" and you are sure to find something to help you put your best foot forward!

2.4 TUITION AND CERTIFICATION REIMBURSEMENT

Manpower offers a tuition and certification reimbursement program to our associates for classes that improve work-related skills. Here is how it works:

- Standard courses must be completed with a grade of C or better. Professional or skilled trade certifications must be demonstrated by a certificate of completion.
- Those who qualify, receive reimbursement payments of \$25.00 for each week worked after course completion, up to a maximum of \$100.00. (The balance is paid immediately if you are hired directly by the customer to whom you are assigned.)
- This program includes, but is not limited to, community education, adult education, business school courses, community college, and university courses.
- Your Manpower representative can approve courses that qualify for this program.

2.5 GED BONUS PROGRAM

Manpower wants to partner with our associates to make achievement possible. We offer a bonus program for completing and passing the necessary modules of the General Education Development (GED) program. Manpower associates currently on assignment are eligible to receive a \$50.00 bonus when completing the GED process. This bonus will be paid in increments of \$10.00 for each week worked after GED completion. (The balance is paid immediately if you are hired directly by the customer to whom you are assigned.)

2.6 INSURANCE COVERAGE*

Upon acceptance of full-time employment, you will become eligible to enroll in the Non Contributory Basic Group Life and AD&D, Group Affordable Care Act Qualified Medical, and newly enhanced Group Voluntary Life, Short Term Disability, Dental,

Vision, Accident and Critical Illness Insurance plans. You must work an average of 30 hours per week to be considered full-time. Provided you enroll within 30 days of your eligibility date, you will not be asked for evidence of insurability for amounts up to the guaranteed issue levels for Group Voluntary Life and Critical Illness plans. A confidential Employee Assistance Program (EAP) is also available to those who qualify for the group plans.

Associates eligible to enroll in Manpower's insurance plan will be notified via email at the time of eligibility. If you do not enroll in Medical, Dental and Vision, or Accident within 30 days of your eligibility date, you will not be able to elect coverage until Manpower's next open enrollment date unless you have a qualifying life event such as a loss of group coverage through a spouse or parent. Accident coverage may only be elected at open enrollment or during the initial enrollment period. Coverage becomes effective the first day of the month following the completion of 60 days on assignment.

You do not have to enroll in the Group Medical plan in order to enroll in the Basic Group Life and AD&D, Group Voluntary Life, Dental, Vision, Accident and Critical Illness plan. You may NOT cancel or change your Medical, Dental or Vision coverage until Manpower's next plan year following your enrollment unless you terminate employment with Manpower or experience a qualifying life event. Coverage becomes effective the first day of the month following a completion of 60 days on assignment.

Your coverage ends when your employment terminates or if you do not work 30 hours per week. You may have the ability to continue some coverage options. Your rights under COBRA will be sent to you following your enrollment. Please refer to the plan documents for a full description of the benefits and limitations of the plan. If you have questions once you become eligible to enroll, or during your enrollment, please contact Joan Malach at 734-665-3757 ext: 113 or benefits@manpowermi.com. She can assist you with questions pertaining to login information, available health plans options, pricing, enrolling by phone, and declining benefits.

Once you make your initial benefits selection, your choices are valid for the current calendar year only; they will not automatically "roll over" to the next year. Manpower will contact you during open enrollment (generally in the fall) to ask you to make selections for the next calendar year. We must hear from you whether you want to decline benefits, keep the benefits you have currently, change your benefits, or enroll in benefits you declined previously. If you have questions about your eligibility date or when our next open enrollment is, please contact Joan at 734-665-3757 ext: 113 or benefits@manpowermi.com.

** Insurance plans as described are subject to change as required by the Patient Protection and Affordable Care Act.*

2.7 PERFORMANCE RECOGNITION

We appreciate our associates and the hard work they do! Our quality performance system helps us recognize your strengths, accomplishments, and overall work performance. While you are on assignment, we will periodically ask our customers to evaluate your work performance. These results keep us informed on how you are doing and allow for the opportunity to improve performance or recognize great performance. Reward and recognition is acknowledged in a variety of ways and is based on factors including performance, attendance, and tenure. See the last page of this handbook for tips to help you succeed in your new assignment!

2.8 REFERRAL BONUS PROGRAM

Manpower offers a referral bonus to those who refer someone who becomes a successful associate with Manpower. For more information regarding our current referral program, please contact a Manpower representative.

3.0 Getting Paid

We know that getting paid is important to you and we will make sure you receive your pay on a timely basis. However, doing so is dependent on many factors as described in the following sections.

3.1 TIMEKEEPING

The timekeeping process varies based on the company and position to which you are assigned. At the time of assignment orientation, your Manpower representative will discuss with you how your hours will be tracked and submitted to Manpower for processing.

If you are responsible for completing and submitting your hours worked to Manpower, you will likely use an online system or a paper timeslip. Additional timeslips are available by contacting the Manpower office. Please refer to the following sections for more information.

3.2 PEOPLENET

Some assignments use Peoplenet, an online time management system, either via a web-based platform or a virtual time clock, to track and submit payroll hours. If your assignment requires the use of either of these systems, we will provide you with more information about how to enter your time.

If you use the web-based version of Peoplenet, it is very important that you submit your hours every week by Sunday at midnight to ensure you are paid on time. If you submit your hours late, please contact Manpower's accounting department so that we can monitor the approval process for your hours. Your supervisor (or time approver) will receive an email to approve (or modify or reject) your hours electronically. If you are having technical issues using Peoplenet, please contact your local Manpower representative or the Manpower Associate Care Center at 800-561-6934.

If you use a Peoplenet virtual time clock, it is very important that you clock in and clock out for every shift you work. Notify Manpower right away if you forget to punch in or out so we can ensure you are paid accurately.

For help and instructions with Peoplenet, including tutorials, visit our website, <http://manpowermi.com/forms/> and click on the Peoplenet links under Timekeeping and Payroll Forms.

3.3 COMPLETING YOUR TIMESLIPS

You are responsible for completing a timeslip each week for each assignment. Make sure that you fill in the following information on your timeslip. Please print clearly!

- the customer name and address where you are working;
- your supervisor or person to whom you report;
- your full name;
- the last four (4) digits of your social security number;
- each month/date you worked;
- your time in, time out, and any unpaid lunch/break;
- the total hours you worked each day;
- the total hours you worked for the week;
- the week ending date; and
- your signature, confirming you worked the hours you have recorded.

After you have accurately and completely filled out your timeslip, your supervisor MUST sign the timeslip, verifying your total hours worked. WE CANNOT PROCESS AN UNSIGNED, INCOMPLETE, OR INACCURATE TIMESLIP.

Submission of an invalid timeslip is considered fraud and will result in immediate termination and may also lead to criminal charges.

3.4 SUBMITTING YOUR TIMESLIPS

Timeslips must be received by our office no later than 5:00pm every Monday following the week you worked in order to be processed on time. Late timeslips will result in a delay of you receiving your pay.

Timeslips may be:

- emailed to accounting@manpowermi.com;
- faxed to 734-665-4377;
- dropped off at either office (after hours in Ann Arbor, use mailbox E);
- submitted via our website at www.manpowermi.com (click on the red box titled "Submit Your Timeslip"); or
- mailed to either office (we cannot guarantee it will arrive before Monday at 5:00pm).

Please remember that use of your cell phone during work hours at a customer site, including using it to submit your timeslip, is contrary to Manpower policy. If you submit your timeslip to Manpower using your cell phone, please do so during your break or before/after your shift and in accordance with any customer-specific policy about cell phone use at their site.

Certain holidays, including banking and postal holidays, may cause a delay in our ability to process and distribute your payroll funds. You will be notified of the adjusted payroll schedule prior to the holiday.

3.5 PAYROLL OPTIONS

Manpower offers two (2) options for receiving payroll funds:

- direct deposit to a personal bank account (checking or savings); or
- direct deposit to an ADP TotalPay® Visa® Debit Card;

If you would like a paper check, please use one of the blank Money Network™ Checks (found in your ADP TotalPay Card enrollment packet), which are free and allow for up-to-the-penny withdrawals. For more information, please refer to the literature in the ADP TotalPay Card packet or contact your Manpower representative with questions.

If, at any time, you would like to make a change to your payment method, please go to your online Manpower account at www.manpower.com. Under the "Secure Self Service" tab, click on "My Payment Options" and follow the instructions to change your payment options information.

IMPORTANT: Even though the distribution method drop down menu lists a "Paper Check" option, our office's paper check option is accessed through the ADP TotalPay Card. If you prefer a paper check, please select the "ADP TotalPay Card" from the drop down menu. If the "Paper Check" option is selected, someone from our office will contact you to review the steps to use the ADP TotalPay Card as your paper check option. If you have questions or need help in this process, please call or stop by your local office.

3.6 PAYROLL DISTRIBUTION

For most assignments, payroll is processed on a weekly basis. However, some assignments follow a biweekly payroll schedule. Your Manpower representative will confirm which schedule you will follow at the time of assignment orientation.

Timely distribution of your payroll funds is dependent upon Manpower receiving an accurate report of your time/hours worked (by Monday at 5:00pm). You can expect to receive your payroll funds electronically on Fridays.

Certain holidays, including banking and postal holidays, may cause a delay in our ability to process and distribute your payroll funds. You will be notified of the adjusted payroll schedule prior to the holiday.

3.7 YOUR PAYSTUB

You will receive a paystub earnings statement every week that you work. We encourage you to receive this paystub electronically (sent to your email address on file).

Paystubs distributed electronically are generally sent the day before your payroll funds are deposited. It is important that you take a moment to review the important information on your paystub including:

- current pay period earnings;
- year-to-date (YTD) earnings;

- employee data;
- filing information (tax withholdings); and
- distribution (if you are enrolled in direct deposit or the ADP TotalPay Card).

Notify your Manpower representative immediately if you believe that an error has been made in processing your payroll. The sooner Manpower is notified of a possible error, the sooner your payroll can be corrected, sometimes as soon as the next business day.

Government-mandated payroll taxes, including Federal, State, and Local tax withholdings, FICA tax, and Medicare tax are automatically deducted from your payroll. While you do not have the ability to change the amount of FICA and Medicare tax that is deducted, you may change your Federal and State withholdings by submitting new forms to our accounting department (see section 3.7).

3.8 W-4 TAX WITHHOLDINGS

All associates are required to complete a Federal Form W-4 and State-W4 prior to the start of an assignment. If you would like to make changes to your withholdings, please print and fill out new forms available on our website at www.manpowermi.com/forms/. You may also update your W-4s from your online Manpower account by visiting www.manpower.com. Locate the “Secure Self Service Tab” and then select “Tax Forms.”

In addition, Manpower associates claiming exempt status from Federal and/or State tax withholding must provide updated Form W-4s each year. If we do not have new Form W-4s on file for the current year, we are required by law to change your withholding status to Single with zero (0) withholdings. This will be done automatically in February if you have not returned an updated exempt Federal and/or State Form W-4.

3.9 W-2 WAGE AND TAX STATEMENTS

Your W-2 will be mailed from our corporate headquarters in Milwaukee, Wisconsin on or before January 31st. It will be delivered to the mailing address on file with Manpower effective the last payroll week ending date of the year. If you are not able to update your address by this date, your W-2 will be forwarded by the post office or returned to our office for pick up.

4.0 Assignments With Manpower

When you accept an assignment with Manpower, we will provide you with all of the information necessary to help you succeed in your new job. It is important that you contact us if you have any questions, concerns, or need clarification regarding your assignment or employment with Manpower.

4.1 MANPOWER IS YOUR EMPLOYER

Whether you are on a short- or long-term assignment, you are still a Manpower employee and Manpower is your employer. Please call us if:

- you are going to be late, unable to report, or need to leave early from work;
- the work you are asked to do is substantially different from the work described to you by your Manpower representative;
- the work environment appears unsafe;
- you are currently, or will be, unavailable for a period of time because of a vacation, appointment, or any other reason;
- you have a new mailing address, residence, phone number, and/or email address;
- you have learned new skills that may qualify you for more assignments;
- you have been involved in an accident or are injured on the job (see section 4.2);
- you feel you are a victim of harassment or violence in the workplace (see section 4.3);
- you have concerns regarding a violation of Manpower’s policies (see section 4.4); and/or
- your assignment ends (see section 4.6).

4.2 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

Manpower has long been committed to equal employment opportunity. Implementation of this policy by managers and employees at all locations assures compliance with Federal, State, and Local legislation as well as other applicable government regulations and executive orders. Manpower will recruit, hire, promote, transfer, pay, and take all other employment actions without regard to an employee's race, color, national origin, ancestry, sex, religion, age, disability, veteran status, or other protected status as required by law.

4.3 NURSING MOTHERS

Manpower provides a reasonable amount of unpaid break time in a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, for any employee needing to express breast milk for her nursing child within one (1) year following the child's birth. The frequency of such breaks as well as the duration of each break will vary based on each employee's individual needs. Employees who are already provided compensated breaks and choose to use that time to express milk will be compensated in the same way that other employees are compensated for that break time. If you are in need of such break time, anticipate being in need of such break time in the future, or for more information, please contact Annie Edmunson at aedmunson@manpowermi.com.

For additional information regarding Nursing Moms at Work, please visit the following website:
<https://www.womenshealth.gov/supporting-nursing-moms-work>.

4.4 ON-THE-JOB SAFETY

On-the-job safety is one of our primary concerns. Every customer worksite is visited to ensure a safe working environment and to collect information about that customer's safety procedures/guidelines. Failure to follow all safety rules and guidelines provided by Manpower and the company to which you are assigned may result in termination of your employment.

To ensure your safety we have integrated the following steps into our associate education procedures:

- Lifting restrictions, as applicable, are provided to each associate and must be strictly adhered to while on every assignment.
- Wearing all mandatory Personal Protective Equipment (PPE) is required.
- If you are asked to lift or perform any task which you feel uncomfortable or unsafe in performing, please contact our office immediately. Do not, under any circumstances, perform any work which you consider to be unsafe.

Manpower safety videos on specific topics will be administered as appropriate for each assignment. These videos can be viewed in our office or online through the SilkRoad onboarding process.

4.5 ACCIDENTS AND INJURIES

If you are involved in, or witness, a life-threatening injury while on assignment, call 9-1-1 immediately. All other injuries, regardless of severity, must be reported to your worksite supervisor and Manpower.

Follow the process below regarding any non-life-threatening accident/injury:

1. Notify your worksite supervisor immediately.
2. Call the Manpower office right away, regardless of the severity and whether or not treatment is needed. Accidents/injuries not reported within the required 48 hours of the incident may not be covered.
3. If medical treatment is needed, Manpower will coordinate arrangements on your behalf.
4. Manpower will ask you to complete a full report of the injury as well as either a "decline of treatment" or "authorization of treatment" acknowledgement. Contact the Manpower office to obtain the appropriate forms. You must complete these forms, whether or not you seek treatment.
5. You will be required to submit to a drug/alcohol screening if injured or if you seek medical treatment.

Please know that Manpower will work diligently to return you to work as soon as possible.

Every incident, regardless of severity, will be thoroughly investigated. Fraudulent claims will not be tolerated or paid. Manpower prosecutes all fraudulent claims to the fullest extent of the law. Failure to follow all safety rules and guidelines provided by Manpower and the worksite to which you are assigned, may result in immediate termination of your employment.

4.6 ANTI-VIOLENCE AND ANTI-HARASSMENT

It is Manpower's policy to take affirmative action in order to maintain a work atmosphere free of violence and harassment (including sexual).

Examples of violence in the workplace include, but are not limited to:

- hitting or shoving an individual;
- threatening harm to an individual or his/her family, friends, or associates;
- the intentional damage or destruction of or threat of damage or destruction to property;
- harassing or threatening phone calls, emails, text messages, or social media communication;
- harassing surveillance or stalking; and/or
- the suggestion or intimation that violence is appropriate.

Examples of workplace sexual harassment include, but are not limited to:

- any unwelcome sexual advances;
- requests for sexual favors;
- verbal or physical conduct of a sexual nature;
- sexually suggestive or explicit phone calls, emails, text messages, or social media communication;
- submission to such conduct as a term and/or condition of employment or promotion decisions; and/or
- such conduct that substantially interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

Any concerns of this nature should be reported to Susan Carlson at 734-665-3757 ext: 111 for a confidential investigation.

4.7 MANPOWER POLICIES

During your registration with Manpower, you signed off stating you received multiple policy and acknowledgement forms regarding the following:

- drug and alcohol examinations and testing;
- attendance;
- availability;
- information technology (IT) resources;
- cell phone/electronic devices;
- Manpower and/or customer property;
- zero-tolerance on workplace violence; and
- other associate/employer agreements.

As a Manpower associate, you agree to comply with the policies, terms, and conditions of employment, as described in these documents. Failure to do so may result in termination of your employment. Copies of these forms are available from Manpower or by visiting our website at www.manpowermi.com/forms/.

4.8 WHEN YOU COMPLETE AN ASSIGNMENT

Upon completing an assignment, you must:

- turn in hours worked and make arrangements to receive your final pay;
- return any Manpower- or company-issued property such as a ID badge, keys, uniforms, safety equipment, etc.;
- notify Manpower if you have left any personal items at the customer worksite (all Manpower associates are prohibited from returning to the customer site after assignment completion); and
- notify Manpower within seven (7) days, either by telephone or in person, of your availability for future assignments (failure to do so will be considered a voluntary quit).

5.0 Communication

Whether you are awaiting your first assignment, currently on an assignment, or just completed your last assignment, it is important to keep open lines of communication with Manpower.

5.1 AVAILABILITY FOR ASSIGNMENTS

Manpower candidates and associates who call in their availability on a regular basis are those who are offered work most often. If you want work, it is essential that you keep in touch with us by phone at least once a week. In addition, if your availability has changed or you are temporarily unavailable for work assignments with Manpower, please give us a call.

5.2 ATTENDANCE AND TIME OFF

Call the Manpower office immediately if you are going to be late, unable to report, or need to leave early from work—regardless of the time. We have someone available to answer your call 24/7/365. If your call is missed, please leave a voicemail message. Please note that texting is not an acceptable form of communicating attendance and/or time off requests as text messaging is not monitored around-the-clock.

Please also give Manpower as much advance notice as possible with requests for time off from your assignment for things such as appointments, vacations, holidays, etc.

5.3 UPDATING YOUR PERSONAL INFORMATION

It is very important that you maintain accurate contact information with Manpower. This includes your mailing address, residence, phone number, email address, and emergency contact information. To update or verify the information currently on file, please call our office or log in to your online Manpower account at www.manpower.com.

5.4 CALL-EM-ALL

Manpower will occasionally use an automated dialing and messaging system called Call-Em-All. Call-Em-All allows us to deliver a pre-recorded message to a large volume of candidates or associates at the same time. If you receive a Call-Em-All message, please listen to the message in its entirety as it may be requesting you call us regarding a possible position or an urgent notice regarding your assignment.

6.0 Tips for Success

Follow these tips to be productive and succeed in your new assignment!

- If possible, do a “test run” to your assignment before your first day to ensure you know where you are going and how long your commute will be. If you need directions or have trouble finding the company, give us a call.
- Be on time every day! A good rule of thumb is to arrive 10 minutes early. Remember to allow yourself extra time when weather conditions are poor or there is road construction.
- Politely introduce yourself to the person to whom you report and others you will be working with in your new assignment.
- Be positive, cooperate, and willing to help when you asked. If you complete your tasks, take initiative to ask for or find other work to do.
- Ask questions and take notes if necessary to ensure you understand what you are being asked to do.
- Practice good hygiene and follow the dress code for your particular assignment. Make sure your attire is neat, clean, and appropriate. Do not wear clothing that is revealing or contains offense language.

-
- Maintain confidentiality. Never discuss private or sensitive information with anyone other than your supervisor or designated individuals.
 - Do not make or receive personal phone calls, except in the case of a true emergency. Personal phone calls and the use of electronic devices should be limited to breaks/lunches in designated areas only.
 - Limit the number of personal items you take in to work daily and keep at the customer location.
 - Do not walk off the job. If you are frustrated or things are not going smoothly, call Manpower! We are your employer and can help you with any job-related problem.
 - If you are experiencing a personal hardship that may interfere with your work performance, please let us know! We have a variety of resources, including an Employee Assistance Program (EAP), available to help you.
 - Report any and all accidents/injuries to your supervisor AND Manpower immediately, regardless of severity.
 - Notify Manpower if there are any changes in your assignment including job duties, shift/hours, supervisor, etc.
 - If your assignment ends, contact Manpower right away so we can help with logistics (turning in final pay, returning property, etc.) and discuss other potential opportunities. Our goal is to keep you working!

If you ever have questions while you are on assignment, do not hesitate to call our office and speak to a Manpower representative. Again, thank you for choosing Manpower. You can be sure we will do everything we can to make our relationship a rewarding one for you!



Manpower®

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